



# WAIMEA COLLEGE

## Policies and Procedures

**Policy:** NAG 5 – Surrender and Retention (Property and Searches)

**Date Approved:** 3 December 2020

**Review Date:** 2023

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### Rationale

All schools are required to provide a safe physical and emotional environment for employees, students and visitors.

### Purpose

To ensure that the Board complies in full with any legislative requirements relating to surrender and retention of property and searches of students, and that a safe physical and emotional environment is provided for students and staff.

### Guidelines

1. The Board, through the Principal and Deputy Principals will ensure that potential or possible harmful situations are identified and addressed. This policy deals with any item that is:
  - a. Likely to endanger the safety of others
  - b. Likely to detrimentally affect the learning environment
  - c. Harmful (poses an immediate threat to the physical or emotional safety of others).
2. The Board, through the Principal and Deputy Principals, will ensure that the school acts reasonably, in good faith and in the least intrusive manner to achieve a safe environment.
3. The Board expects the Principal and Deputy Principals to exercise good judgement based on what is reasonable in the circumstances.
4. The Board will adhere to the Ministry of Education guidelines and procedures relating to the surrender and retention of property and searches of students.
5. The Board will ensure that staff are provided with opportunities for training in the understanding and operation of this Policy.

**Adopted:** 3 December 2020

**Chairperson:**

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Waimea College Board of Trustees

## References:

- Guidelines for the Surrender and Retention of Property and Searches - January 2014 - Section 139AAI of the Education Act 1989
- What do the “Surrender and Retention” Law Changes Mean For NZ Schools? *Emily McWatt*
- Education (Surrender Retention and Search) Rules 2013